



**Jewell McFarland-Lewis Women's Resource Center  
Fresh Start Women's Foundation  
Internship Description**

**Title:** Programs Intern  
**Reports to:** Program Coordinators  
**Schedule:** Flexible  
**Duration:** One Semester  
**Salary:** Unpaid

**Organization and Mission:**

Fresh Start is a unique organization, offering a holistic approach to providing resources that can nurture any woman's personal and professional development at any stage of her life. The mission of Fresh Start Women's Foundation is to empower women to transform their lives through education and engagement.

**Description:**

Fresh Start is seeking an energetic, responsible, and detail-oriented Programs Intern to assist with program operations and activities.

**Position Duties:**

- Assist with the creation of marketing materials for the various programs provided at Fresh Start.
- Provide support with program development and maintenance.
- Present information sessions and workshops and tours to Fresh Start clients.
- Administrative activities such as data entry, filing, spreadsheet management.
- Other duties as needed.

**Qualifications:**

- Student pursuing a degree in Women's Studies, Nonprofit Management, Communication, Psychology, or related field.
- Excellent organization, communication, public speaking, and computer skills.
- Ability to work in a fast paced environment and manage various tasks at once.
- Ability to respect and maintain confidentiality of client information.
- Hours are flexible and average approximately 10-15 per week.

**Interested persons should email resume, and letter of interest to  
Marcella Columbus at [mcolumbus@fswf.org](mailto:mcolumbus@fswf.org).**